

**Lebanon Board of Finance
Minutes of April 14, 2011
Regular Meeting**

Members Present: Liz Charron, Chairman, Glen Coutu, David Geligoff, Greg LaFontaine, Betsy Petrie, Lori Wesolowski, Chuck Haralson (alt), and Philip Johnson (alt).

Members Absent: Susan Zickmann (alt.)

Item A. Call to Order

The meeting was called to order at 7:31 p.m. by L. Charron, Chairman.

Item B. Minutes of previous meetings:

March 10, 2011 Regular Meeting. Add Darcy Battye to list of participants in executive session. B. Petrie moved to approve minutes of the March 10, 2011 Regular meeting as amended. Motion was seconded by D. Geligoff. Motion passed unanimously.

March 24, 2011 Special Meeting. G. Coutu moved to approve minutes of the March 24, 2011 special meeting. Motion was seconded by L. Wesolowski. Motion passed unanimously.

March 30, 2011 Special Meeting. Item E, third line, change "less than 1 hour" to "3 or 4 hours". G. LaFontaine moved to pass the minutes of the March 30, 2011 special meeting as amended. Motion was seconded by L. Wesolowski. Motion passed unanimously.

March 31, 2011 Special Meeting. G. Coutu moved to approve the minutes of the March 31, 2011 special meeting. Motion was seconded by G. LaFontaine. Motion passed unanimously.

Item C. Correspondence

1. **Email received from Melissa Hayes.** Melissa asked the BOF to support the library.
2. **Email received from Berkeley Nowosad.** Berkeley asked the BOF to support Lebanon schools, public safety and the library.
3. An email was also received from Jan Fitton on 4/12/11 asking the BOF to support open space.
4. On 4/14/11 an email was received from Alicia Wayland asking the BOF to support open space.
5. A letter was also received from Karen Kowalyshyn asking for support for the library.

Barbara Richardson-Crouch, the new Town Finance Director, was introduced.

Item D. Monthly Expenditures/Revenues/Payment of Bills.

B. Richardson-Crouch discussed expenditures and revenues, and answered questions from the BOF. She will report at the next BOF meeting on items that look like they might go over budget. She will give her projections and suggestions on what can be done to mitigate the overage. G. LaFontaine moved to authorize payment to Kostin, Ruffkess & Company, LLC of their invoice for \$1,500 for performance of preliminary audit work. Motion was seconded by G. Coutu. Motion passed unanimously.

Item E. Ongoing Business

1. **Consider and act on updates from the BOE:**
 - a) **Building project state reimbursement update.**
 - b) **Business office update**
 - c) **Technology audit**
 - d) **Snow removal**
 - e) **Unbudgeted expenses in current fiscal year**

An interim businessperson is now working two days a week in the Business Office. He is already making a difference. For the May meeting, J. Tyler and M. Hoffman will have financials through March with an estimate of impact from the unusual absences.

2. **Consider and act on the request from the Board of Selectman to reconsider acceptance of a \$20,000 Historic Preservation Survey and Planning Grant from the CT Commission on Culture & Tourism to begin a historic and architectural survey of the town based on more information.**

Phil Chester spoke to the BOF and offered clarification of the grant request. The purpose of the grant is to enable the town to begin preserving our history by surveying and documenting approximately 300 properties from the 18th and 19th century. This information would be available to the Historical Society for research purposes. The cost to complete this task is approximately \$45,000, so this \$20,000 grant would enable the process to begin but not be completed. The grant would have to be reapplied for next year to get the next \$20,000. The CT Commission on Culture & Tourism only grants \$20,000 a year. G. Coutu moved that the BOF endorse the Board of Selectmen to bring the \$20,000 grant acceptance to town meeting. After further discussion G. Coutu rescinded his motion. G. Lafontaine moved to accept the \$20,000 Historic Preservation Survey and Planning Grant from the CT Commission on Culture & Tourism. Motion was seconded by L. Wesolowski. Vote was: L. Wesolowski, L. Charron, and G. Lafontaine – aye, B. Petrie, G. Coutu, and D. Geligoff – nay. Motion was defeated. G. Lafontaine moved that the BOF bring the grant issue to town meeting. Motion was seconded by B. Petrie. Motion passed unanimously. G. Lafontaine asked that B. Richardson-Crouch provide the BOF with an updated list of the approved overexpenditures made as a result of motions passed during BOF meetings. This should be kept as a running list that is available at every

meeting. This will enable the board to keep an eye on how much has been approved to date.

Item F. New Business

1. Discuss information from First Selectman:

a) Status of underground propane tank replacement at LMHS.

On 2/19/11 the stem to the underground propane tank was hit and damaged during snow removal efforts. The repair costs totaled \$14,670.20. All but \$1,000 will be covered by our insurance policy. The town is responsible for its \$1,000 deductible and that money will come from the TIP fund.

b) Status on repair bill from Trane for repairs to the Senior Center HVAC system.

In 1/08, the HVAC system was installed at the Senior Center. In 7/10, concerns arose about the performance of the system. The town incurred a bill of \$4,383 for repairs to valves that were originally installed in the wrong size. It has been difficult to determine who is responsible for repairs to the system because the manufacturer's warranty had already expired. Joyce will stay on top of this matter and update the BOF at the next meeting.

2. Discuss feedback received at the Public Hearing held on April 11, 2011 to discuss the proposed budget for FY 2011-12

3. Consider and act on the budget proposal for the 2011-12 Fiscal Year, including: Capital Reserve and Annual Capital Expense Fund (including reallocation of any unexpended amounts within this fund), General Town Government, Special Revenue Funds, Board of Education, and estimates of revenues.

L. Charron stated that items F2 and F3 would be discussed together. There were some key messages voiced at the Town Meeting: support for police services, the library, open space, Fire Department apparatus and public works. Various strategies were discussed. The BOF agreed that based on discussion at the Town Meeting, the town would support a 1/10 mil increase over what had already been presented. A 1/10 mil is equal to \$66,000. It was suggested that in addition to the \$66,000, funding to TIP could be reduced to \$10,000 based on the BOS stating that this fund was sufficient. This would give the BOF a total of \$104,000 to work with. It was proposed that the funds be disbursed as follows:

\$32,000	Police
\$10,000	Library
\$12,000	Public Works
\$20,000	Open Space
\$30,000	Fire Truck

G. Lafontaine moved to approve these changes to the proposed budget. Motion was seconded by B. Petrie. Motion passed with 5 ayes and 1 nay (G. Coutu).

G. Lafontaine moved to request the BOS to call the Annual Town Meeting to consider and act upon the proposed 2011-12 Fiscal Year budget for the Town of Lebanon in the amount of \$22,483,457 for the General Town Government, Board

of Education, and Special Revenue Funds, with revenue estimates of \$7,448,159 and the remainder to be raised by taxes, with an estimated mil rate of 22.8 mils, representing a 3.3% increase in the amount to be raised by taxes as detailed in Attachment A. Motion was seconded by B. Petrie. Motion passed with 5 ayes and 1 nay (G. Coutu).

L. Wesolowski moved to add onto the agenda discussion regarding the BOS sending the proposed budget to referendum. Motion seconded by G. LaFontaine. Motion passed unanimously. L. Wesolowski moved to recommend that the BOS send the proposed budget to referendum. G. Lafontaine seconded the motion. Motion passed unanimously.

4. Consider and act on requesting the Board of Selectmen to include advisory questions on the referendum ballot for the budget.

G. Coutu moved to authorize L. Charron, Chairman, to work with the Town Clerk to come up with wording for the advisory questions to be placed on the referendum ballot. Motion seconded by L. Wesolowski. Motion passed unanimously.

5. Consider and act on strategies for presenting the budget and associated information at the Town Meeting.

Discussion on this item was included under Item F3. L. Charron will provide a condensed version of information presented at the budget hearing.

Item G. Other

There was no other business.

Item H. Adjourn

G. LaFontaine moved to adjourn the meeting. Motion was seconded by L. Wesolowski. Motion passed unanimously. Meeting was adjourned at 10:23 p.m.

Respectfully submitted,

Lisa K. Sedlmeier, Recording Secretary